

VocLink Connect LINIIS Manual

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Authorized Users

Access to **LINIIS** (Labor and Industries Industrial Insurance System) vocational referral information is available for registered Vocational Rehabilitation Counselors (VRCs) and Firm Designees through **VocLink**.

Provider registration forms are available at:

<http://www.lni.wa.gov/ClaimsIns/Providers/FormPub/Forms/default.asp#VocationalForms>

Access to **VocLink** is obtained through **Host on Demand (HOD)** via **Transact Washington** at <http://transact.wa.gov/> using a high assurance level digital certificate.

Digital Certificates

Digital Certificates must be purchased from Digital Signature Trust (DST) at <http://www.digsigtrust.com/state/wa/>.

Minimum digital certificate system requirements are available at <http://www.digsigtrust.com/state/wa/swa-support-apply-req1.html>.

HOD System Requirements

HOD is an Internet-to-host connectivity tool that enables secure browser access to host applications. HOD runs as a Java applet in a web browser.

If you will be using HOD from a remote network located behind a firewall, make sure your firewall administrator opens port 3272. The HOD client connects back to the telnet server (transact.wa.gov) on this port and will fail to establish a connection if the port is not open.

Operating Systems supported by HOD

- Windows 95
- Windows 98
- Windows Millennium Edition (ME)
- Windows NT 4.0 with SP5 or later
- Windows XP
- Windows 2000 (Professional)
- AIX 4.3.3, 4.3.4 and 5.1
- OS/2 Warp 4
- Sun Solaris 2.6, 7 and 8
- HP-UX 10.20 and 11.00
- Red Hat 6.2, 7.0 and 7.1
- SUSE 6.4, 7.0 and 7.1
- Caldera 2.3
- Turbolinux 6.0 and 6.1
- Windows Terminal Server Version 4
- Windows 2000 Terminal Services
- Netstation V2R1M0

Internet Browsers supported by HOD

- Netscape Navigator at <http://www.netscape.com/> 4.6 or 4.7 and 6.0 (support is *not* provided for Netscape 4.x and a Java 2 plug-in).
- Netscape Navigator at <http://www.netscape.com/> 4.6.1 for OS/2 and IBM Mozilla web browser at <http://www.ibm.com/> for OS/2.

LABOR AND INDUSTRIES

- Microsoft Internet Explorer at <http://www.microsoft.com/> 4.01 with SP1, 5.0, 5.5 and 6.0 with JVM (Java Virtual Machine) **level 3165 or higher** if using Microsoft's VM.
- Other browsers that support the JRE 1.3 plug-in (use of Java 2 plug-in level 1.4.x is not recommended)

Java Virtual Machine (JVM) requirements for HOD

To check your Microsoft Internet Explorer JVM level, select Tools => Internet Options => Advanced => scroll down to "Microsoft VM" and check "Java console enabled". You must then restart your computer and/or browser. Go back into IE and select View => Java Console. You should see something like:

Microsoft (R) VM for Java, 5.0 Release 5.0.0.3309

```
=====
? help
c clear
f run finalizers
g garbage collect
m memory usage
q quit
t thread list
=====
```

The JVM level is listed in the release number. In this example the release number is 5.0.0.3309. The JVM level is 3309.

Once Labor and Industries has approved your on-line application, you will receive an e-mail providing you with a temporary password. You may then access **LINIS** through the VocLink process.

Transact Washington

Digital certificates must be registered on the **Transact Washington** home page at <http://transact.wa.gov/>. Click on **Register My Certificate**, and follow the instructions on the **Register Certificate** page. You will need to do this only the first time that you use a new certificate.

After registering your digital certificate, close your Internet browser and re open the **Transact Washington** home page. Click on **myTransact Account** to continue registering for **VocLink**.

From the **myTransact Account** page click on **Add a service**.

From the **Add a Service** page choose **LNI-VLCHOD** from the Services List, fill out the on line application, and submit the application. **LNI-VLCHOD** will display on your **myTransact Account** page under **Services you have applied for**.

Labor and Industries will review your application. If all of the information provided is correct, your application will be approved.

You will receive an e mail notifying you that your application has been accepted, and a separate e mail containing your temporary **VocLink** password. Please see **Password Requirements** on page 6 for more information.

To access VocLink, download Host On-Demand (HOD).

Downloading Host On-Demand (HOD)

Click on **LNI-VLCHOD** from your **myTransact Account** page under **Services for which you currently have access**.

The **Host on Demand Computer Services** page will display. Click on **Procedure for Downloading HOD**, and follow the instructions.

After you have downloaded the HOD controls for the first time, close and reopen your browser.

You will access VocLink by clicking on **LNI-VLCHOD** from your **myTransact Account** page.

Click on the **HOD Cached Client** link from the **Host on Demand Computer Services** page. The IBM WebSphere Host on Demand page displays.

If a Security Warning window appears asking if you want to install and run IBM Host On Demand, click on yes.

The terminal screen box labeled **3270 Display** will display the **TPX login** screen.

Logging into LINIIS

At the **TPX login** screen, key your **Userid** (i.e. PXXX235) and Tab to the **Password** field.

Key your password and press **Enter** to display the **TPX MENU**.

Press PF4 to access **LINIIS**. On the **CICS ENVIRONMENT** screen, key your **Userid**, tab to the **Password** field, key your password and press **Enter**.

A screen will display with **SIGN ON COMPLETE** in the upper left hand corner. Key **LVOC** in the upper left hand corner and press **Enter**.

The **MULTI REGION OPTION (MRO) ROUTING SCREEN** displays. Press **Enter**.

If you are **only** a Voc Counselor, or **only** a Voc Firm Representative, the **LNI NEWS** screen will display.

If you are **both** a Voc Counselor **and** a Voc Firm Representative, a screen will display asking you which function you wish to access. Key an **X** on the blank line next to the desired function and press **Enter** to display the **LNI NEWS** screen.

NOTE: If you are a first time user, or you have had your password reset, key your temporary password in the **Password** field. Your cursor will automatically move to the New Password field. Press **Enter**. The system will display a message that your password has expired. Key a new password in the New Password field and press **Enter**. The system will ask you to re-**Enter** your password for verification. Re key your password and press **Enter** to continue logging into VocLink.

Please see **Password Requirements** on page 6 for more information.

Logging Out of the System

To log out of **LINIIS**, press F12 from any **LINIIS** screen. The **TPX MENU** screen displays.

Key **/K** on the **Command** line. The **TPX login** screen displays.

To close the **3270 Display** window, either click the **X** in the upper right hand corner of the screen, or click **Exit** in the upper left hand corner of the screen.

The **IBM WebSphere Host On-Demand** page displays in the Internet browser window.

You may now either close your browser, access another Internet site, or re-enter **VocLink** by clicking on the **3270 Display** icon.

Password Requirements

- Must be exactly 8 characters in length
- Must contain at least one symbol: @, #, or \$,
- Must contain at least one number
- Must NOT contain your Logon/user ID or Name.
- Must not contain three or more consecutive characters from first, middle or last name.
- Must be different from the previous 5 that were used. Changing the case is not acceptable.
- Must be different by at least three characters from the old password

VocLink passwords are valid for 60 days. To change your password before it expires, at the **TPX** screen, key your **Userid** and tab to the **Password** field. Key your current password. Your cursor will stop on the New Password field. Key a new password and press Enter. Re-enter your password for verification and press Enter to change your password

Your Userid will be revoked after three consecutive attempts to log on with the incorrect password.

If your password expires or is revoked, please contact LNI's Enrollment Coordinators at (360) 902-5999, or e mail at Vocrehab@lni.wa.gov for assistance.

VocLink LINIIS Screen functionality

Upon entering LINIIS, your cursor will default to the **command line** on the **NEWS** screen. This screen is used to provide updates regarding LINIIS issues such as changes in the **LINIIS** system, or news that needs to be disseminated to LINIIS users. You can also access the screen by keying **NEWS** in the bottom left hand corner and pressing **Enter**.

The **LINIIS** screen **VMEN** is a list of the **LINIIS** screens and procedures to which you have access

From any screen in **LINIIS**, key a four-letter screen name and claim number on the command line in the lower left hand corner and press **Enter**.

Key a four-letter screen name without a claim number, and a prompt screen will display from which you may key the desired claim number.

Once you access a specific claim, you can access a new screen by typing the screen name at the command line without re-keying the claim number.

Claims are coded with the **Work Position ID** of the Claims Manager assigned to the claim. The Claims Manager's name can be obtained by placing the cursor on the first letter of the work position in RLOG and clicking on the **F1** key. **LINIIS** screen **EUSE** also displays Work Position ID information.

Click on a screen name below for a detailed explanation of the screen's functionality.

VocLink LINIIS Screen Menu

VMEN----List of available LINIIS screens

NEWS ----L & I News

Voc Firm Representative Only Screens

UVUR ---- Unassigned Referrals	7
RVPR----- Review Open Referrals (Firm).....	8
HVPR----- Review Closed Referrals (Firm)	8

VRC Only Screens

UVR----- Review/Update Open Referrals (VRC)	9
RVR----- Review Closed Referrals (VRC).....	9

Shared Referral Information Screens

AFPI ----- Accident Fund Payment (Time Loss)	9
CCHI ----- Claimant History (Lists Active Claims)	10
EUSE ----- User Information	10
INDX ----- Index of documents at IMAGING	10
LSSC ----- List Summary of Claim.....	10
RADP----- Review Dispute Summary	10
RCNA ---- Review Claim Address	11
RCTP ----- Review Third Party	11
RDAI ----- Review Diagnosis Allowance	11
RLOG ---- Review Log of Claim Activities	12
ROHS----- Review Other History (Inactive Claims)	12
RPWO ---- Review Preferred Worker	12
RROA ---- Review Report of Accident.....	13
RSPA ----- Review Service Procedures	13
RVRE----- Review Vocational Retraining Expense	13
RVCR ---- Review Vocational Referrals	13

UVUR - Unassigned Referrals

At the **UVUR** screen, key your Firm Provider and Branch IDs. Press **Enter**. The screen will display a list of all of the referrals that need to have a VRC assigned. Your cursor will default to the **SEQ #** field. Place your selection number in the field and press **Enter**.

Key the VRC's **Service Provider ID** in the ID field across from **VRC NAME**, and press **Enter**. This action assigns the referral.

You will be transferred back to the **UVUR** screen where you can key the same branch number or a new branch number in the **BRANCH ID** field, and continue, or **F12** to exit the system.

RVPR - Active Referrals for a Specific Firm

Key **RVPR** and press **Enter**. Key a **FIRM PROVIDER ID**, **BRANCH** number, and the letter corresponding to the type of referral you would like to review. Press **Enter**. You will be transferred to Screen 2. You will need to do this for each branch and each letter.

Pick the sequence number you would like to review by placing the number in the **SELECT SEQ-NUM** field, and press **Enter**. You can now review the referral information.

Press **Enter** from this screen to transfer back to the list. You can view another sequence number to view, or press **F10** to go back to the screen where you entered your firm and branch and pick a different type of referral to view, or **F12** to exit the system.

HVPR - Review closed referrals for firm/branch

The firm has the ability to go to this referral history screen and view all of the closed referrals by branch number and referral type. Key your firm and branch numbers, and the letter corresponding to the type of referral you want to review. Press **Enter** to view the referrals.

You can now review your list of closed referrals. Use the **SELECT SEQ_NUM** field at the bottom of the screen to request detail on a specific referral.

HVPR - Screen 3 - Review a Plan Development Referral

On screen three, you can see the recommended outcome made by the VRC. You can also view the actual outcome entered by the claims manager.

From this screen, press **Enter** to return to the sequence number list of referrals. Press **F10** to return to the screen where you can key firm and branch and type of referral to view more closed referrals.

Press **F12** to exit the system.

UVRs - Select Referrals for a Specific VRC (Update/Review Referrals)

Key **UVRs** in the command line in the lower left hand corner and press **Enter**. Key your service provider ID number. Press **Enter** again to bring up your referral list.

The second screen will display a list of all open referrals to a VRC. Key a number in **SELECT SEQ-NUM** to make your vocational recommendation. Press **Enter** to go to the next screen.

At the update screen, key a ? in the recommended outcome field and press **Enter**. This will bring up a list of possible outcomes for the type of referral selected. There are several pages to this list. Press **Enter** until you find the desired outcome. Place the cursor on the selected outcome on the list and press **Enter**. It will enter it on the screen for you. Click on **Enter** to update the referral. When the referral has been updated, you will be returned to the first screen that lists all your referrals (**UVRs**). If the screen did not return, the referral was not updated.

You are able to change the outcome code and dates until the claim manager closes the referral. The referral will remain on your referral screen until the claim manager closes the referral.

Changing your recommendation:

To change an outcome code or date, re-enter the screen, delete both the outcome code and the date. Press **Enter**, then; re-key the referral and the new outcome or date.

If you have made a mistake, or do not wish to update this referral, you may press **F10** to return to your referral list to make another update. The **F12** key will allow you to exit the system.

RVRs - Select Referrals for a Specific VRC (Review of Closed Referrals)

The screen will display closed referrals for a specific VRC. Key your **VRC Provider ID** in the displayed field and press **Enter**.

The second screen is a display list of closed referrals for a VRC. Key the sequence number of the referral information you wish to view. Press **Enter** to view detail.

The **F10** key will take you back to screen 1 to re-key your VRC provider number. The **F12** key will allow you to exit the system.

AFPI - Review Accident Fund Payments

This screen shows details regarding payments made to the claimant and other claim information. Press **Enter** or the **Ctrl** key to scroll forward.

Key a payment sequence number in the **SEQUENCE** field and press **Enter** for detailed payment information.

CCHI - Review Claimant/Claim Prompt Screen (Claimant Claim History)

Screen 1 allows you to select claim information by claim number. Press **Enter** to advance to the next screen.

Screen 2 shows:

- Claim Number and Unit,
- Date of Injury/Injured Body Part
- Employer/Tax ID Account Number,
- Closed Date/Reopened Date,
- Status Code,
- Allowance Determination,
- Permanent Partial Disability Code (PPD),
- Third Party Code,
- Protest/Appeal Flag,
- Flags for Overpayment, Duplicate Payment, DSHS Liens.

EUSE - Work Position Information

This screen allows you to identify the claim manager assigned to the work position on the claim. Key the four digit work position in the blank space and press **Enter**. You will be able to see the name of the claim manager, their phone number and mail stop.

INDX – List Image Index Entries for a Claim

The **INDX** screen displays the type of claim documents received and filmed to our Imaging system within the last 60 days.

LSSC - Review Claim Summary Screen

This screen gives you general overview information about the claim.

RADP - Review Dispute Summary

This screen displays information regarding disputes. Key the **VRDSPT ID** of the dispute you wish to review to go to the detail screen. The second screen shows more detail regarding the dispute.

RCNA - Review Claimant Name/Address

This screen shows important contact information. The first **RCNA** screen shows the:

- Name and address of the worker
- Worker's legal representative
- Date the legal representative was authorized to represent the worker
- Phone number of the worker's legal representative

Press the **Ctrl or Enter** key to take you to the second page. The second page of **RCNA** displays the:

- Employer's name, address and phone number
- Attending provider's name, address and phone number.

RCTP - Comments & Third Party Information

This screen shows Third Party activity. Contact your firms' vocational manager if you find you have Third Party activity on your referral claim. This screen shows:

- Comments by claims staff or adjudicator regarding eligibility of services
- Date the Third Party made effective
- Description of excess
- Amounts for various services, if applicable)

This screen also includes the amount of money that has been determined available, under a settlement agreement between the claimant and Third Party for medical and other fund expenses. In cases where there has been a settlement agreement, it is agreed that the department will be reimbursed by the claimant's Third Party settlement for expenses incurred on the claim. The department is unable to pay for vocational services after a settlement has been made and excess funds are recovered. Should the excess recovery funds be expended, the department may then address payment of vocational services.

RDAI - Diagnosis Allowance Information

The **RDAI** screen displays the claim diagnosis allowance information. This screen shows all accepted and denied conditions for this claim and the beginning/end dates.

- The beginning diagnosis code or tooth number
- The side of body that was injured (L=left, R=right, B=bilateral)
- The ending diagnosis code or tooth number
- The description of the diagnosis code
- The beginning and end dates of the allowance (The beginning date will generally be the date of the injury. The end date will generally default to 12/31/99)
- The allowance code (A=allowed, D=denied, T=temporarily allowed)
- This screen may have multiple screens; keep pressing **Enter** until you see **END OF DATA**.

RLOG – Log of claim activities

This screen shows:

- The date the entry was created
- The status of the entry (P=priority, T=temporary, Blank indicates the entry will display in it's regular date sequential order)
- A **Y** under the **UPDT** column, indicates the entry has been updated since it was originally created
- The name of the contact person for this entry. For example, if the entry is a phone call, the contact name would be the caller. If the entry indicates receipt of a medical report, the contact name would be the doctor)
- The phone number of the contact person
- The work position of the adjudicator who created the message
- An asterisk between the SEQ number and the date indicates a copy of the entry has been filmed in the imaged claim file.
-

Use the **Ctrl** or **Enter** key to scroll through the list. An adjudicator has the option of assigning a priority status to a maximum of 5 entries. When a priority status is assigned the entry will be one of the first 5 entries displayed on the list. All other entries are listed in date sequential order, from the most recent notes to the oldest.

The entries are created by department staff and may include records of phone conversations regarding the claim; notes regarding the receipt of documents (IME reports, vocational recommendations, work verification forms, etc.); actions taken by an adjudicator; notations of documents mailed out on the claim; or entries regarding updates made elsewhere in the computer. Check this screen after having a discussion with the claim manager or rehabilitation consultant to make sure your memory of discussed actions is consistent with what is written in the **RLOG** record. This procedure is NOT the claim manager's action plan. It is for actions that have already taken place --not for future planned actions.

ROHS - Review Claim History - Inactive claims for this claimant

You can view all the different claims filed by an individual worker. Select a sequence number for detail regarding any of the sequenced claims.

RPWO - Preferred Workers Information - Status of this claim

This screen provides general information regarding the preferred worker status.

RROA - Worker's Claim for Benefits (Review of Report of Accident)

The **RROA** procedure is a series of three screens that contain information taken directly from the report of accident. The first screen is the information from the worker's portion of the Report of Accident. You will find information that includes the injured worker's age, length of employment, and description of the injury.

The second **RROA** screen has the information from the doctor's portion of the Report of Accident. You can find original diagnosis, ICD codes, and the treatment plan included on this screen.

The third **RROA** screen has the information from the employer's portion of the Report of Accident. You can find information regarding light duty and return to work dates; hours worked, and rate of pay, in addition to other information.

RSPA - Allowed Procedure Codes/Dates

This screen shows:

- All allowed services on this claim,
- The procedure codes
- Description
- The start and end dates for billing on the procedures
- The date the procedure was entered

You can check these screens for vocational services, scheduled IMEs, authorized special exams, etc. and determine whether codes are current, allowed, and billable.

Press **Enter** to continue reading allowed procedures. Continue to press **Enter** until you have reached **END OF DATA**.

RVRE - Vocational Retraining Expenses

This screen shows the retraining money approved and spent on a claim.

RVCR - Select a Vocational Counselor Recommendation

This screen shows a review of plan development referrals. The first screen in the **RVCR** procedure displays a list of the plan development referrals.

- Sequence number.
- Vocational Type – describes the plan development referrals made for this claim.
- The start and end dates for each referral.
- The VRC's recommended outcome for this referral.

Select the sequence number and press **Enter** to view details of the recommendations for a specific referral.

Recommended Outcomes

This is the list of the outcomes that are available to you based on the type of referral you are working. This list will “pop up” when you key a “?” in the outcome field when you are making a recommendation on your referral.

Early Intervention	14
Assessment.....	15
Plan Development.....	16
Plan Implementation	17
Forensic.....	18
CM Only Codes	18

Early Intervention

ATW1—Full release for work, no restrictions, EI & AWA
 ATW3—Turns down Eosin offer of new permanent job
 ATW4—Turns down Eosin offer of new temporary job
 ATW5—Per WAC, employable due to no limitations, EI & AWA

RTW1—Return to work, job of injury, same work pattern
 RTW2—Return to work, new permanent job, EOI
 RTW3—Return to work, temporary job, EOI
 RTW4—Return to work, permanent job with new employer

SNA1—IW declines vocational services
 SNA2—Not ATW or participate in voc due to industrial injury
 SNA3—Not ATW or participate: unaccepted conditions/factors
 SNA6—IW voluntarily retires

ADMA—VRC declines referral
 ADM1—Injured worker is medically unstable
 ADM2—Pre/post unrelated issues temp preclude voc
 ADM3—IW moved out of geographic area of VRC
 ADM4—Assigned voc counselor no longer available
 ADM6—Referral made in error
 ADM8—VRC leaves firm and referral made to firm or VRC not eligible for geographical area
 ADM9—Worker is deceased or cannot be located

SAS1—Needs further assessment

Assessment

ATW1—Full release for work, no restrictions, EI & AWA

ATW3—Turns down EOIs offer of new permanent job

ATW4—Turns down EOIs offer of new temporary job

ATW5—Per WAC, employable due to no limitations, EI & AWA

ATW7—Employable due to transferable skills

RTW1—Return to work, job of injury, same work pattern

RTW2—Return to work, new permanent job, EOI

RTW3—Return to work, temporary job, EOI

RTW4—Return to work, permanent job with new employer

SNA1—IW declines vocational services

SNA2—Not ATW or participate in voc due to the industrial injury

SNA3—Not ATW or participate: unaccepted conditions/factors

SNA4—Not ATW or participate: comb ind inj & pre-exist cond/factors

SNA6—IW voluntarily retires

ADMA—VRC declines referral

ADM1—Injured worker is medically unstable

ADM2—Pre/post unrelated issues temp preclude voc

ADM3—IW moved out of geographic area of VRC

ADM4—Assigned voc counselor no longer available

ADM6—Referral made in error

ADM8—VRC leaves firm and referral made to firm or VRC not eligible for geographical area

ADM9—Worker is deceased or cannot be located

SAS3—Eligible for plan development

Plan Development

ATW2—Full release for work, no restrictions, plan dev & imp

ATW3—Turns down EOIs offer of new permanent job

ATW4—Turns down EOIs offer of new temporary job

ATW6—Per WAC, employable due to no limitations, plan dev & imp

ATW7—Employable due to transferable skills

RTW1—Return to work, job of injury, same work pattern

RTW2—Return to work, new permanent job, EOI

RTW3—Return to work, temporary job, EOI

RTW4—Return to work, permanent job with new employer

SNA2—Not ATW or participate in voc due to the industrial injury

SNA3—Not ATW or participate: unaccepted conditions/factors

SNA4—Not ATW or participate: comb ind inj & pre-exist cond/factors

SNA6—IW voluntarily retires

SNA7—IW waives vocational services

ADMA—VRC declines referral

ADM1—Injured worker is medically unstable

ADM2—Pre/post unrelated issues temp preclude voc

ADM3—IW moved out of geographic area of VRC

ADM4—Assigned voc counselor no longer available

ADM6—Referral made in error

ADM8—VRC leaves firm and referral made to firm or VRC not eligible for geographical area

ADM9—Worker is deceased or cannot be located

PLN1—Plan submitted for approval

Plan Implementation

ATW2—Full release for work, no restrictions, plan dev & imp

ATW6—Per WAC, employable due to no limitations, plan dev & imp

ATW8—Plan completion, employable

ATW9—Plan not completed, employable

PLN8—Plan failed and worker is not employable

RTW1—Return to work, job of injury, same work pattern

RTW2—Return to work, new permanent job, EOI

RTW3—Return to work, temporary job, EOI

RTW4—Return to work, permanent job with new employer

SNA2—Not ATW or participate in voc due to the industrial injury

SNA3—Not ATW or participate: unaccepted conditions/factors

SNA4—Not ATW or participate: comb ind inj & pre-exist cond/factors

SNA6—IW voluntarily retires

SNA7—IW waives vocational services

ADMA—VRC declines referral

ADM1—Injured worker is medically unstable

ADM2—Pre/post unrelated issues temp preclude voc

ADM3—IW moved out of geographic service area of VRC

ADM4—Assigned voc counselor no longer available

ADM6—Referral made in error

ADM8—VRC leaves firm and referral made to firm or VRC not eligible for geographical area

ADM9—Worker is deceased or cannot be located

Forensic

ADMA—VRC declines referral

ADM9—Worker is deceased or cannot be located

ATW3—Turns down EOIs offer of new permanent job

ATW4—Turns down EOIs offer of new temporary job

ATW5—Per WAC, employable due to no limitations, EI & AWA

ATW6—Per WAC, employable due to no limitations, plan dev & imp

ATW7—Employable due to transferable skills

RTW1—Return to work, job of injury, same work pattern

RTW2—Return to work, new permanent job, EOI

RTW3—Return to work, temporary job, EOI

RTW4—Return to work, permanent job with new employer

FOR1—Further clarification of medical/vocational issues is needed

FOR2—IW moved out of geographic service area of VRC

FOR3—Assigned voc counselor no longer available

FOR4—Clerical or administrative error

SNA1—IW declines vocational services

SNA2—Not ATW or participate in voc due to the industrial injury

SNA3—Not ATW or participate: unaccepted conditions/factors

SNA4—Not ATW or participate: comb ind inj & pre-exist cond/factors

SNA6—IW voluntarily retires

SAS3—Eligible for plan development

CM Only Codes

ADM5—Lack of VRC progress

ADM7—Fee cap reached (except Forensic)

PLN2—Plan approved

PLN4—Plan modification approved

PLN6—Plan interrupt is approved

PLN8—Plan failed and worker is not employable

SAS2—EI completed, no AWA referral at this time

SNA5—At Dept's discretion, not eligible for voc services

Contacts for Help with VocLink

Please reference [Provider Update 02-03](#) prior to contacting the department with questions and/or issues. This Provider Update gives specific useful information that may be helpful in many circumstances.

For help with your status as a VRC or Voc Firm Representative

Department of Labor and Industries
Private Sector Rehabilitation Services
P.O. Box 44326
Olympia, WA 98504-4326
(360) 902-6753

For help with access to VocLink and Password questions

Department of Labor and Industries
Enrollment Coordinators
P.O. Box 44100
Olympia, WA 98504-4100
(360) 902-5999
vocrehab@lni.wa.gov

For help with LINIIS screens

E mail to ists@lni.wa.gov

For information regarding Digital Certificates

Digital Signature Trust (DST) Help Desk
1-888-248-4447

VocLink is available from 6:00 am-6:00 p.m. Monday thru Friday except for state holidays.